

COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

VACANCY ANNOUNCEMENT NUMBER

TVA #09-044

POSITION TITLE, SERIES & GRADE: Flight Engineer Instructor, GS-2185-10

PDCN: R8730000

OPENING DATE: 03 June 2009

SALARY: \$55,029 To \$71,536 (Per Annual)

CLOSING DATE: 02 July 2009

(Step 01) (Step 10)

AREA OF CONSIDERATION: Limited to current members of the Colorado Army National Guard (COARNG)

MAX MILITARY GRADE: SFC/E-7

MIN MILITARY GRADE: SGT/E-5

NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.

COMPATIBLE MILITARY ASSIGNMENT: CMF: 15U

NOTE: Must already possess CMF.

SELECTING SUPERVISOR: CPT Troy Brown

Telephone 720-250-1632 DSN 250-1632

LOCATION OF POSITION: AASF, Buckley AFB, Aurora, CO

NOTES: 1. Proof of secret clearance or interim clearance must be submitted to HRO/PSS prior to hiring date.

2. Must have a minimum of 500 flight hours. DA Form 759 must be provided.

3. Must complete Non-Rated Crewmember Instructor course within one year of hire.

4. Must already possess CMF of 15U in order to qualify.

SPECIALIZED EXPERIENCE NOTE: Specialized experience will be used to determine qualifications for the announced position. Please provide From and To dates (mm/yy) with description of Specialized Experience: Candidates must have **36 months** of specialized experience which demonstrates the ability to apply known aircraft characteristics, performance data, and load information to calculate accurate flight data for aircrew. Experience where the applicant determined engine fuel consumption and adjusted controls for maximum efficiency and economy. Experience that provided the applicant with the knowledge to maintain accurate flight record. Experience in applying procedures as outlined in flight manuals to obtain proper responses from panel indicators and controls. Experience in starting and shutting down aircraft engines, operating engine controls and instruments, and monitoring aircraft systems and indicators and controls to regulate aircraft. Experience reading maintenance technical orders and manuals to service and perform the less complex mechanical tasks. Experience that provided the opportunity to evaluate changing situations during flights, exercise personal judgment, and recommend courses of action and/or take necessary coordinated action. Experience or training that provided the ability to conduct classroom instruction, refresher aircrew coordination training, and recurring flight checks of assigned crewmembers. Must attend Non-Rated Crewmember Instructor course completed within one year of hire.

KNOWLEDGES, SKILLS AND ABILITIES (KSAs): In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made.

1. Experience in Flight Engineer/Crew Chief activities, such as operating systems and mission equipment.
2. Knowledge of aircraft components and maintenance procedures.
3. Ability to diagnose trouble and determine remedy where overall knowledge of all systems of aircraft is required.
4. Ability to speak and write effectively.
5. Ability to interpret instructional material, schematics and specifications for complex mechanical problems on assigned aircraft.
6. Ability to perform minor non-scheduled maintenance of aircraft.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: College transcripts must accompany application to be considered. Job related education/training in aviation technology may be substituted on a day-for-day basis for not more than one half of the required specialized experience.

POSITION DESCRIPTION INFORMATION: Serves as instructor/flight examiner providing instruction, evaluation and examination on ground and operational training flights to develop and upgrade skill of aircrew members. Performs work in complex conditions under time and/or mission constraints to include all weather and night operations. Ensures Unit Level Logistics-Aviation (ULLSS-A) and other aircraft documentation accurately reflects status and airworthiness of assigned aircraft. Plans, develops and conducts proficiency training during the technician work week to a multi-faceted workforce comprised of Full Time Support (FTS) and supported unit personnel. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and support exercises. Will be expected to perform duties of Flight Engineer/Crew Chief which includes utilizing knowledge of major aircraft systems associated with heavy multiengine aircraft, the interrelationships among these systems, and capabilities of the aircraft.

Please see “Instructions for Applying” for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (specialized experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

At a minimum, your packet must include the following information:

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration of Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1600 hours) on the closing date. Note:

SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
6848 South Revere Parkway
Centennial, CO 80112-6709
720-250-1166 or DSN 250-1166

You may also fax your complete application to: 720-250-1169 or DSN 250-1169

The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.

You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to the closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.

NOTES: 1. All employees must participate in Direct Deposit/Electronic Fund Transfer. 2. Acceptance of a Permanent or Indefinite Excepted Service Position will cause termination from Selected Reserve Incentive Program (SLRP) Military Bonus.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF)**. Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and inprocessing date, and whom to contact with your questions.

IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER: all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only).

All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (720) 250-1166, or DSN 250-1166.

Also see the HRO Colorado National Guard Web Site for full-time announcements at <http://www.coloradoguard.army.mil/hro/hro.html>